How to Register for an Account

To start the online application process, you must first register for an account. Please read all the steps carefully before registering.

1. From your internet browser, go to the DEE portal for registration and application authorization:

   https://ecmp.nebraska.gov/DEQ-CSW/Account/Login

2. You will be at the DEE portal.
   a. To create a new user ID – click on the Register Here under NEW USERS on the right side of the screen.
   b. If you have a user ID – type in your User Name (user ID) and password to verify your authorization to the application.
   c. If you need to reset your password – click on the Reset Password option.
   d. If you need to update other account information – click on the Update User Account Information.
   e. NOTE: If you have previously registered an account with the same email address you will receive the message below. If you would like to have the other usernames associated with the email address you entered, click Yes for this message.
After clicking on the Register Here option, you will be at the New Account Registration Page. You will need to complete all of the fields on this page. If you would like to view details on requirements for specific fields such as Username and Password, click the Field Requirements link. The following list will guide you through the fields you will need to complete:

a. **First Name** – enter your first name.

b. **Last Name** – enter your last name.

c. **Email Address** – enter the email address that will be associated with this account and grant applications.

d. **Confirm Email** – re-enter the email address typed above.

e. **Username** – Create a username for this account.

f. **Password** – Create a password for this account.

   PLEASE NOTE: the password must be at least ten characters and contain at least three of the following four items: at least one uppercase letter, at least one lowercase letter, at least one number, and/or at least one symbol. Click the Field Requirements or Password Rules link for more information on password requirements.

g. **Password Reminder Questions** – You must select three password reminder questions and supply an answer for each question. These questions will be used to authenticate your identity if you need to change your password or account information.

   i. Select a security question from the drop-down box.
   
   ii. Type your answer in the Your Answer field. This field is not case sensitive.
4. Prior to completing your registration, **please note or record your user ID, security questions and answers.** The Help Desk does not have access to this information and cannot reset passwords. This is a user responsibility.

5. To complete your registration, click **Register Account.**

6. After successfully creating an account, a message will appear stating that your account has been created, and that you are being redirected to the sign in page. If you do not see the sign in page within 10 seconds, click the link that says **here.**
8. You will be redirected/returned to the DEE portal page.

9. On the left side of the screen, enter your User Name (userID) and password and click the Login box.

10. You will be signed on to the application.